

Investigative Reports and Record Keeping

Rhode Island Department of Children, Youth and Families

Policy: 500.0110

Effective Date: December 9, 2011

Version 1

The appropriate recording of information is a necessary and fundamental skill required to establish an investigative plan and to conduct professional and quality investigations. Future Child Protective Investigators and/or primary worker, who may deal with the family, will benefit from the information contained in the record. Thorough documentation also demonstrates that all standards and mandates have been met.

In order to ensure accuracy and preserve the possibility of introducing the case record as evidence under the business records exception to the hearsay rule, all entries are completed as near to the recorded event as possible.

Related Procedure

[Investigative Reports and Record Keeping](#)

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Procedure from Policy 500.0110: Investigative Reports and Record Keeping

- A. Physician's Report of Examination - This form is completed by the attending physician or nurse practitioner to record pertinent data from the examination of a child referred for possible abuse or neglect. The form is completed immediately after the physician's or nurse practitioner's examination.
- B. Temporary Protective Custody - This information is documented RICHIST as an update of the Child Welfare Status in the Court Activity Window. Specific information regarding protective custody including the reason(s) for the protective custody and date of notification to the parents is entered in a Case Activity Note. Placement information is entered in the Out of Home Placement Window. This documentation is completed as soon as possible after the removal of the child and must be completed by the end of the Child Protective Investigator's (CPI's) shift.
- C. Child Abuse/Neglect Investigation Interview Notes - This information is a required record of completed and attempted in-person and telephone contacts regarding the investigation. These Case Activity Notes allow the CPI to document the date, time, and place of the conversation and summarize the important facts obtained from the interview. This information is completed immediately after each interview using the text button associated with a Case Activity Note.
- D. CPI's Observations/Recommendations - This RICHIST form is used to record all observations gleaned from the investigation and is completed as soon as possible after the observations are made. The form documents the current safety plan.
- E. Investigative Summary - This RICHIST form summarizes the CPI's activities related to the investigation. It restates the allegations, lists all persons interviewed, lists all documentation and related evidence and documents the reason for the determination of "indicated" or "unfounded."
- F. Investigation Completion Checklist for Indicated Case Checklist - This RICHIST form is completed for all indicated investigations.
- G. Foster Parent Affidavit - This form is presented by the CPI to a foster parent(s) under investigation for institutional abuse or neglect during the initial contact. If the foster parent(s) wishes to file this form, he/she completes this document, has it notarized, and returns it to the CPI within forty-eight hours of receipt.
- H. Final Finding Report - is documentation of whether the CPI "Indicated" or "Unfounded" the allegations and is completed within ten days of the commencement of the investigation, unless extension(s) is approved and then not longer than thirty days maximum.
- I. Voluntary Placement Agreement - This form documents the consent of the parent or guardian for the Department to place the child(ren) out of the home and specifies the proposed time limit for the placement. Prior approval by the Supervisor and the Unit Administrator must be obtained before a voluntary placement can occur. The form must be signed and completed prior to the removal of the child.
- J. Medical Consent Authorization - This form documents the consent of the parent or guardian for provision of routine and emergency medical and dental treatment to child(ren) removed from the home. The Consent must be signed and completed prior to

the removal of the child unless emergency removal was necessary. In such situations a Consent form must be completed and signed as soon as possible.

- K. Emergency and Routine Medical Authorization for a Child in Placement - This form certifies that DCYF records contain a signed consent by the parent or guardian for medical treatment authorization and extends the authority to the child care facility or foster home. The form must be signed and completed prior to the actual placement of the child or as soon as the form has been signed. (If the parent or guardian refuses to sign, the Department requests permission from the Family Court.) The form is presented to the facility/foster home representative.
- L. Authorization to Obtain/Release Confidential Information - This form documents that the parent(s)/guardian(s) consents or refuses the disclosure and release of confidential information concerning medical, psychiatric/psychological, substance abuse, social history, financial, or other matters. The CPI attempts to have the form signed by the parent or guardian upon his/her initial in-person contact whenever possible. If, in an emergency, this is not appropriate, the CPI attempts to obtain the parent(s)' or guardian(s)' signature within twenty-four hours of the commencement of the investigation.
- M. Agreement to Participate in Family Care Community Partnership (FCCP) - This form documents the parent(s) or guardians(s) agreement to participate in the FCCP and authorizes the release of Department information the FCCP. Having received supervisory approval, the CPI completes the form and has it signed by the parent(s) or guardian(s) at the time of the on site referral to the FCCP.